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Canada Music Fund

Support to Sector Associations Component

Guide and Application Form
2007–08



Canada

Canada Music Fund

Support to Sector Associations Component 2007-08

Guide and Application Form

DEADLINE FOR FILING OF APPLICATIONS

June 15, 2007

Note : Ce document est également disponible en français.

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Support to Sector Associations Component

1. OBJECTIVE

The *Support to Sector Associations Component* is one of seven components of the **Canada Music Fund**.

The objective of this component is to assist Canada's music sector associations to continue providing their respective memberships with:

- professional representation
- analysis of public policy initiatives, and
- increased monitoring of industry trends and issues.

2. COMPONENT'S EXPECTED RESULTS

The component will fund association-based initiatives that either:

- 2.1 enhance the capacity of music industry associations to support and represent their members;
- 2.2 increase the capacity of a music sector association in the area of public policy development, analysis, and research through sector-specific studies, surveys, and statistical analysis; or
- 2.3 better inform and educate association members in making decisions regarding their careers and music industry businesses.

3. ELIGIBILITY REQUIREMENTS

3.1 To be eligible, the applicant must meet all of the following requirements:

- 3.1.1 be a Canadian association (see the note in the box at the end of section 3);
- 3.1.2 be registered or incorporated in Canada or one of its provinces or territories as a not-for-profit Canadian association representing the interests of Canadians working in the music industry for at least two consecutive years;
- 3.1.3 has an elected or appointed governing body, such as a board of directors, which represents the membership at large;
- 3.1.4 representing primarily Canadian songwriters, composers, performers, labels, music publishers, distributors, managers and agents in the music industry;
- 3.1.5 has operations that are national or regional in scope (including associations representing the interests of Canada's Aboriginal Peoples, visible minorities or official language minority groups) (see the note in the box at the end of section 3).

3.2 In addition, the following organizations are considered ineligible:

- 3.2.1 associations, including parties at non-arms-length (see the note in the box at the end of section 3), predominantly representing a specific musical genre;

- 3.2.2 associations, including parties at non-arms-length, whose principal activities and/or principal revenue streams relate to the undertaking of galas, award shows, workshops, conferences, and similar collective initiatives;
- 3.2.3 copyright collectives, funding organizations;
- 3.2.4 associations, including parties at non-arms-length, representing persons predominantly involved in technical activities related to the music industry;
- 3.2.5 associations that are in default with the Crown from agreements entered into with Canadian Heritage or any other government department.

Note

What is a Canadian association

For the purpose of the component, an association must be a not-for-profit organization in which more than half of its membership and more than half of the directors of the association's board are Canadian "citizens" as defined under the *Citizenship Act*, or "permanent residents" as defined under the *Immigration Act*.

For the purpose of the component, an association that is controlled in any manner by a non-Canadian person or entity that results in control in fact, whether directly through the ownership of securities or indirectly through a trust, an agreement, an arrangement or otherwise, is deemed not to be Canadian.

Scope of operations of an eligible association

The component will consider applications filed by associations, whose activities are national or regional in scope. The component recognizes the linguistic duality of Canada and will also consider applications from associations representing the interests of official language groups in either a majority or a minority situation.

Parties at non-arms-length

Defined as parties related to the association filing an application under the component. Includes but is not limited to wholly-owned subsidiaries, and other related parties over whom the association exercises control in fact. Control in fact is typically, although not exclusively, determined through the review of documents such as financial statements, corporate information, and bilateral or multilateral agreements.

4. ASSESSMENT OF APPLICATIONS AND FUNDING PRIORITIES

The fact that an association meets all eligibility requirements does not mean that it will automatically be provided financial assistance under the component, nor that the level of funding requested will be respected. In addition, financial assistance provided in previous years under the Support to Sector Associations Component is **not** to be construed as a guarantee of financial assistance that could be provided in the 2007-08 fiscal year.

The Department of Canadian Heritage will only support associations whose activities clearly and directly contribute to the component's objective and expected results. Consequently, applicants are required to link their proposed activities to the component's expected results (see Appendix 11). While an application will be assessed on its own merits, it will also be evaluated against other applications received.

5. EXPENSES

5.1 Eligible expenses:

- 5.1.1 financial assistance is awarded solely on the basis of both current and projected eligible expenses.
- 5.1.2 expenses incurred and paid by an association to meet the component's objective and expected results between April 1, 2007 and March 31, 2008, are considered eligible. The Department reserves the exclusive right to determine the type and amount of expenses that are eligible for financial assistance under the component.

5.2 Ineligible expenses:

- 5.2.1 capital costs (buildings, vehicles, computer equipment, etc.) and investments.
- 5.2.2 expenses related to specific activities or projects typically funded through other components or programs (conferences, workshops, award shows, galas, etc.).

6. FUNDING LIMIT

Financial assistance provided under the component is limited to the least of the following amounts:

- 50% of eligible expenses incurred and paid in 2007-08;
- competitive allotment of total component funds available;
- amount requested; or
- \$250,000 (maximum available under the component).

7. A FEW THINGS TO KEEP IN MIND

7.1 Deadline for filing

It is incumbent upon and the sole responsibility of the applicant-association to ensure that a duly signed application form together with all required material is received at the Department's head office **no later than June 15, 2007**.

Please note that all applications received after this date will NOT be considered.

7.2 Complete applications

Only complete applications will be considered. It is therefore the applicant's sole responsibility to ensure that all appendices, information, briefs, calculations, supporting documentation, etc. are filed.

If you have any questions when completing your application, we encourage you to contact the Department (see section 11 for contact information) prior to submitting it.

8. CONDITIONS ATTACHED TO FINANCIAL ASSISTANCE PROVIDED

Associations receiving financial assistance under the component will be required to enter into a contribution agreement with the Department before any payment is issued. Some of the more salient requirements of the contribution agreement might include:

- 8.1 A requirement to complete the activities listed in the funding application. The scope of activities required will be determined by the level of funding awarded.
- 8.2 Filing with the Department documents including but not limited to:
- 8.2.1 a qualitative assessment of how the activities contribute to the component's objective;
 - 8.2.2 a qualitative assessment of the impact of the financial assistance provided under the component;
 - 8.2.3 interim and final activity reports for all activities undertaken by the association between April 1, 2007 and March 31, 2008;
 - 8.2.4 financial reports / quarterly cash flow statements for the period between April 1, 2007 and March 31, 2008; and
 - 8.2.5 under certain circumstances, a copy of financial statements of the association and related parties for a twelve-month period ending between April 1, 2007 and March 31, 2008.
- 8.3 Recognition of the financial assistance provided by the Government of Canada

All funding recipients must recognize the financial support provided by the Government of Canada by reproducing the logo and/or acknowledgment text on their Web site and for products and activities created as a result of the financial assistance provided. The conditions for the acknowledgement will be specified in the **contribution agreement** between them and the Department of Canadian Heritage. The "Canada" wordmark can be found at http://www.canadianheritage.gc.ca/logos/index_e.cfm.

The English acknowledgement text is:

We acknowledge the financial support of the Government of Canada through the Canada Music Fund.

The French acknowledgement text is:

Nous reconnaissons l'aide financière du gouvernement du Canada par l'entremise du Fonds de la musique du Canada.

- 8.4 Retention of and provision of access to financial and accounting records

Associations must maintain financial and accounting records for a period of five years after the date of the last remittance of the financial assistance provided under the component, including the association's financial statements (including year-end journal entries, adjustments, and working papers); accounting records (both computerized and books of original entry); banking records (including originals of cancelled cheques, bank statements, and related material); and originals of documentary evidence (invoices, contracts, leases, bills, receipts, etc.).

9. SOME DEPARTMENTAL PROVISIONS

- 9.1 The Minister's discretion and decisions

The Minister, or a duly authorized representative, at his or her own discretion, may decide to accept or refuse, in whole or in part, any application submitted. Any decision made by the Minister or representative is conclusive.

9.2 Evaluations and audits

In addition to the application of its established policies and procedures in the administration of financial assistance programs, the Department reserves the exclusive right to conduct audits of beneficiaries and evaluations of activities supported by the component. Beneficiaries of financial assistance under this component must make available, during the course of an audit or evaluation, any records, documents, or other information that—at the Department’s sole discretion—may be required to perform the audit or evaluation. The Department will assume the costs related to such evaluations and audits. The assessment criteria to be used in such evaluations or audits will be determined solely by the Department.

Where an association has received government financial assistance from other sources or some of the association’s expenses are not eligible under this component (see 5.2.2), the association’s financial and accounting records must be structured in such a way as to clearly and separately identify:

- 9.2.1 all revenue streams and funding sources available for general application/use;
- 9.2.2 all revenue streams and funding sources available for activity-specific application/use, e.g. funding under other Canada Music Fund components;
- 9.2.3 those expenses eligible for financial assistance under the component.

9.3 False or misleading information

A beneficiary found to have submitted false or misleading information will be required to refund the whole of any financial assistance received under the component. Furthermore, such a beneficiary-association will be declared ineligible for financial assistance for a period of two years thereafter under any and all components of the Canada Music Fund.

9.4 Transparency and accountability to Canadians

The Department reserves the exclusive right to make available to the public all information filed in conjunction with this component.

10. APPENDICES TO BE INCLUDED WITH THE APPLICATION FORM

In addition to the application form (to be completed electronically in Word), an applicant must submit the following information as appendices to the application form.

The appendices indicated by way of an asterisk (*) need to be filed by all new applicants and by recipients of the 2006-07 Support to Sector Associations Component if a change has occurred since their application in 2006-07.

Appendix 1: Incorporation Documents*

A copy of the applicant’s letters patent, supplementary letters patent, corporate charter, and other similar constituting documents demonstrating the applicant’s not-for-profit status, its objects, and Canadian citizenship requirements of its general membership and of its directors of the board.

A copy of the applicant’s by-laws, special resolutions, conflict of interest policy or guidelines, and ethics standards.

Appendix 2: Board of Directors*

A list of names and citizenship of the association’s board of directors.

Appendix 3: Description of the Association*

A brief description of the association's mandate, membership, and scope of operations and activities.

Appendix 4: Satellite Offices*

(If applicable) A list of the association's satellite offices along with contact information.

Appendix 5: Attestation

Documentary evidence, e.g. resolution or minutes of the board, as proof that the applicant's board of directors or responsible officers have authorized the filing of the application and have authorized the person signing the application to act on behalf of and represent the association with respect to the filing of the application.

Appendix 6: Financial Statements 2006-07

A copy of the applicant's financial statements for the twelve-month period ended anytime between April 1, 2006, and March 31, 2007. These statements must be audited, or where audited statements are not available, signed by two directors of the association's board. In either case, these statements must conform to Canadian generally accepted accounting principles. In addition, applicants must provide a copy of the most recent financial statements for any related parties indicated and referred to in the applicant's own financial statements.

Appendix 7: Budget 2007-08

Using the template provided, the applicant's budget for the period commencing April 1, 2007, and ending March 31, 2008. The budget must include the amount of financial assistance requested under the component. The budget must also include all other revenue streams and funding sources separately. All formulas and assumptions used in arriving at the budget must also be included. Successful applicants will be asked to present financial/progress reports using the same format during the year.

Appendix 8: Compliance Disclosure

(If applicable) A disclosure attesting to the fact that any former public office holder or public servant, who is employed by the applicant, is in compliance with the post-employment provisions of the relevant *Conflict of Interest and Post-Employment Code for the Public Service*.

Appendix 9: Who are your Members?

Using the template provided, a membership profile must be provided by the association. The template has three sections:

1. companies that are members
2. individual members
3. breakdown of members by province.

The first section of this appendix must show the number of member companies by sector of activity. The breakdown of employees according to their status (owners, full-time, part-time) must be indicated in the three right-hand columns.

The second section is for individuals who retain their own membership in the association. For instance, this includes people who are not a part of one of the companies mentioned in the first section but who have individual memberships. This section can also include individuals who are employees of those companies, but who maintain personal memberships.

The third section of this appendix is a composite of the first two sections broken down by province, instead of by activity. The middle column is for companies (section 1), while the right column is for individuals (section 2).

Appendix 10: Diverse Funding

A summary of efforts undertaken by the association in the last year to avail itself of more diverse funding, including new revenue streams, private and public sector sponsors and funding sources, a larger membership base, and an increase in members' dues.

Appendix 11: Proposed Activities and Expected Results

Using the template provided, a description of the association's proposed activities for the 2007-08 fiscal year and their expected results.

11. HOW TO GET MORE INFORMATION

General inquiries

Pierre Carpentier
Telephone: (819) 997-5884
Facsimile: (819) 934-9244
E-mail: pierre_carpentier@pch.gc.ca

Address

Support to Sector Associations Component
Music Policy and Programs Directorate
Department of Canadian Heritage
15 Eddy Street, 4th Floor, Room 79 (15-4-E)
Gatineau, Québec K1A 0M5

To access the guide and application form on our Web site

<http://www.pch.gc.ca/cmfmusic>



Canada Music Fund Support to Sector Associations Component General Application Form

See instructions on following page.

A. Applicant identification			
ASSOCIATION OR ORGANIZATION			
A.1 Full legal name		Previous name (if applicable)	
Scope of activities <input type="checkbox"/> Local <input type="checkbox"/> Municipal <input type="checkbox"/> Provincial/Territorial <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International			
LEGAL STATUS		Corporate registration	
<input type="checkbox"/> Yes <input type="checkbox"/> Federal		<input type="checkbox"/> In process	
INCORPORATED → <input type="checkbox"/> No <input type="checkbox"/> Provincial/Territorial		No. _____ ↓ Date applied _____	
REGISTERED WITH THE CANADA REVENUE AGENCY AS NOT-FOR-PROFIT ORGANIZATION →		Registration number	
<input type="checkbox"/> Yes <input type="checkbox"/> No		No. _____ ↓ Date applied _____	
A.2 Contact person (authorized to respond to queries) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (specify) _____			
First name		Family name	Title
Office tel. No. () -		Fax No. () -	E-mail address
In which official language do you wish to communicate? <input type="checkbox"/> English <input type="checkbox"/> French			
A.3 Address of the association			
Street address		Mailing address (if different)	
Tel. No. ext. () -		Fax No. () -	Web site
Have you previously received funding from the Department of Canadian Heritage? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, under which program?	
B. General information			
First year of operation in Canada (yyyy/mm/dd)			
Number of full-time employees		Number of part-time employees	
Does your organization have any satellite offices? <input type="checkbox"/> Yes. Please attach Appendix 4. <input type="checkbox"/> No			
Are there any former public servants working for your organization? <input type="checkbox"/> Yes. Please attach Appendix 9. <input type="checkbox"/> No			
Amount requested under the component for 2007-2008			
C. Declaration			
<p>I affirm that the information in this application is accurate and complete and the proposal, including plans and budgets, is fairly presented. I agree that once funding is provided, any change to the project will require prior approval of the Department. I agree to publicly acknowledge funding assistance by the Department, in accordance with the terms of the contribution agreement. I also agree to submit a final report, and where required, financial accounting for evaluation of activities funded by the Department. I understand that the information provided in this application may be accessible under the <i>Access to Information Act</i>. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.</p>			
AUTHORIZED SIGNATURE			
_____		_____	_____
Authorized signature		Name and title (please print)	Date

(aussi disponible en français)

General Application Form Instructions

A. Applicant identification

A.1 Full legal name: Please enter the full name (not abbreviated). If the association is incorporated, indicate the name shown on the certificate of incorporation.

Previous name (if applicable): If, in the past five (5) years, the association operated under a different name, please indicate the full name (not abbreviated).

Scope of activities: Please check one of the levels that best characterize your association.

A.2 Contact person: Please provide the full name of the person responsible for the application as well as information on where that contact person can be reached:

Telephone number, including the area code

Fax number, including the area code

E-mail address

A.3 Address of the association: Please provide the following information for the association, and NOT the contact person.

Street address, including the postal code

Mailing address (if different from the street address), including the postal code

Telephone number, including the area code

Fax number, including the area code

E-mail address

Web site

B. General information

First year of operation: Please enter the date that the organization started operating in Canada.

Number of employees: Please indicate the number of employees working in the music sector on a full-time and part-time basis as of the date the application is filed.

Satellite office: Please indicate if the organization operates more than one office in Canada. If yes, complete Appendix 4.

Former Public Servants: Please indicate if the organization employed any former federal public servants. If yes, complete Appendix 9.

Amount requested: The amount requested under the Support to Sector Associations Component must be clearly indicated.

C. Declaration

Authorized signature: The person who has signing authority on behalf of the association and is accountable for any funding received as a result of this application must sign the application.

APPENDICES CHECKLIST

The following information must accompany your duly signed and dated application form. Information regarding all of these appendices can be found in section 10 of the guide.

- | | |
|--|--|
| <input type="checkbox"/> Appendix 1 | Incorporation Documents |
| <input type="checkbox"/> Appendix 2 | Board of Directors |
| <input type="checkbox"/> Appendix 3 | Description of the Association |
| <input type="checkbox"/> Appendix 4 (if necessary) | Satellite Offices |
| <input type="checkbox"/> Appendix 5 | Attestation |
| <input type="checkbox"/> Appendix 6 | Financial Statements 2006-07 |
| <input type="checkbox"/> Appendix 7 (provided) | Budget 2007-08 |
| <input type="checkbox"/> Appendix 8 (if necessary) | Compliance Disclosure |
| <input type="checkbox"/> Appendix 9 (provided) | Who are your Members? |
| <input type="checkbox"/> Appendix 10 | Diverse Funding |
| <input type="checkbox"/> Appendix 11 (provided) | Proposed Activities and Expected Results |

PLEASE ENSURE THAT:

- ALL SECTIONS OF THE GENERAL APPLICATION FORM HAVE BEEN COMPLETED;
- THE APPLICATION FORM HAS BEEN SIGNED;
- ALL NECESSARY APPENDICES HAVE BEEN INCLUDED.

Submit application and applicable appendices to:

Support to Sector Associations Component
Music Policy and Programs Directorate
Department of Canadian Heritage
15 Eddy Street, 4th Floor, Room 79 (15-4-E)
Music Policy and Programs Directorate
Gatineau, Québec K1A 0M5

**COMPLETE APPLICATION MUST BE RECEIVED
NO LATER THAN JUNE 15, 2007**

Canada Music Fund
Support to Sector Associations Component
APPENDIX 7 – BUDGET 2007-08

1. Projected revenues / funding streams from all sources, including amount requested under the component, and all projected expenses are to be indicated.

2. Include all underlying calculations and/or hypotheses used to arrive at the amounts indicated.

Revenues / Funding Streams		
Description		Amount
Support to Sector Associations Component (amount requested)		
Other public funding (list individually)	Confirmed (Yes/No)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other private funding (list individually)	Confirmed (Yes/No)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Membership dues		
Interest income		
Other revenues (list individually if greater than 15% of total)		
In-kind (at estimated market value)		
Total projected revenues / funding streams		



Expenses	
Description	Amount
Salaries and employee benefits	
Surveys, polls, studies, analysis (Note: including contracted services)	
Management fees, professional services (legal and audit, etc.)	
Advertising and promotion	
Web site development and maintenance	
Travel	
Rent – office space	
Office expenses (telephone, utilities, insurance, etc.)	
Other expenses (list individually if greater than 15% of total)	
In-kind (at estimated market value)	
Total projected expenses	

Surplus (shortfall)	
----------------------------	--



Canada Music Fund Support to Sector Associations Component Appendix 9 – Who are your members?

The information provided in this section should be representative of the association's membership profile on the date the application is filed.

1. Number of corporate/organizational memberships according to their primary business activity				
Activity	Number of companies/organizations	Number of employees		
		Owner / operator	Full-time	Part-time
Record companies / record labels (excluding vanity labels)				
Music publishers				
Distributors of recordings				
Artist management / booking agencies				
Concert producers				
Other				
Total number of companies/organizations				
2. Number of individual memberships according to their primary music-related activity				
Activity	Number of individuals			
Performers / recording artists (including vanity labels)				
Songwriters / composers				
Managers				
Record producers				
Other				
Total number of individuals:				
3. Number of companies/organizations and individuals by province and territory				
Province/territory	Number of companies or organizations according to the location of their head offices	Number of individuals according to their place of residence		
Alberta				
British Columbia				
Manitoba				
New Brunswick				
Newfoundland and Labrador				
Northwest Territories				
Nova Scotia				
Nunavut				
Ontario				
Prince Edward Island				
Quebec				
Saskatchewan				
Yukon				
International				
Total:				

Note: Totals for Table 3 must reconcile with those for Tables 1 and 2.

Canada Music Fund
 Support to Sector Associations Component
Appendix 11 – Proposed Activities and Expected Results

The proposed activities must be in accordance with the objective of the **Support to Sector Associations Component** of the Canada Music Fund. The main objective of the component is:

to assist Canada’s music sector associations to continue providing their memberships with professional representation, analysis of public policy initiatives and increased monitoring of industry trends and issues.

The proposed activities should also contribute to the expected results of the component, as listed in the table below:

Expected results		
1	2	3
Enhance the capacity of music industry associations to support and represent their members.	Help to shape the government’s policies for the music sector.	Members will be better informed and educated in making decisions regarding their careers and businesses.

In the template provided, applicants should give a brief description of their planned activities for 2007-08. Associations should limit their proposed activities to those that contribute the most to the component’s objective and expected results. If your association is planning more than ten (10) activities, please try to group them by category (i.e. training, studies, etc.). There is no need to describe activities that do not contribute to the objective and expected results. For each activity listed, please check (✓) the expected results that apply. An activity can contribute to more than one expected result.

When reporting to the Department of Canadian Heritage (interim and final activity reports), you will be asked to evaluate the outcome of the completed activities and the extent to which they contributed to the component’s objective and expected results. Your association should determine how the activities’ outcomes will be measured or evaluated.



Description of activities	Expected results (✓)		
	1	2	3
Activity # 1 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 2 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 3 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 4 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 5 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 6 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 7 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 8 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 9 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity # 10 Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>